

Minutes of the Printing/Mail Managers Exchange Forum Teleconference

July 24, 2002

Twenty-eight individuals participated in the Printing/Mail Managers Exchange Forum, which included Printing/Mail Managers and contractors.

Comments/Additions to last Months Minutes:

There were no changes to the June 2002 minutes.

Update on the May 3, 2002, Office of Management and Budget (OMB) Memorandum on the Procurement of Printing through the Government Printing Office (GPO)

Dallas Woodruff (Headquarters) informed the group that he and Mary Anderson attended the Joint Committee on Printing (JCP) hearing on the May 3, 2002 *OMB Memorandum on the Procurement of Printing through GPO*. The Committee asked a number of questions of Mr. Daniels, Director of the Office of Management and Budget and of Mr. DiMario, Public Printer of the United States. There were advocates for both sides. The Committee indicated that the U. S. Supreme Court might well decide the constitutionality of this matter. The Committee and the GPO did advise the Executive Agencies to continue following U. S. Code Title 44 Section 501 until this matter is resolved.

Karen Payne-Jones (Oakland Operations Office) asked if the memo implies that the GPO surcharge is costing the government too much money. Dallas said the memo states Executive Agencies don't have to utilize GPO to procure printing because GPO awards work to the lowest bidder and not by the best value method. The best value includes cost, delivery, and quality.

Memorandum for Brian Costlow, Director of Administration (HQ's) to Operations/Field Managers regarding appointment of facility Mail Managers.

Denise Diggin (Headquarters) informed the group that on July 10, a memorandum from Brian Costlow, Director of Administration was sent to the Operations Offices and Field Sites Operations Managers asking that they designate facility mail managers. The memorandum talked about the requirements of the General Services Administration (GSA) interim rule that was recently published in the Federal Register with regard to initiation of a Departmental Mail and Mail Security Plan and similar facility plans. July 24th is the deadline for submitting names to Headquarters. The due date for the Mail and Mail Security Plans to GSA is September 4th.

Mail Policy Council Meeting on the Interim Rule for Mail/Security

Denise Diggin (Headquarters) said that she and Tony Nellums (Headquarters) attended GSA's Mail Policy Council Meeting. The Council is working on a format for the mail security plan. The reporting requirements include contact person, facility names and addresses, etc; financial requirements will also be required, such as the amounts paid to each service provider, postage, overhead cost, etc. The interim rule states that each agency must appoint a Departmental Mail Manager and each facility must also appoint a Mail Manager. The mail managers would be

responsible for providing the reporting requirements to Headquarters. Denise plans to send a DRAFT copy of the new agency-wide mail security plan format by E-mail, to the designated mail managers for review and comment. A teleconference will take place during the second week of August to discuss the agency-wide and facility mail security plans. Blanca St. Clair (Nevada Operations Office) said Edna White (Nevada Operations Office) would be the Mail Manager for the Nevada Operations Office. Lisa Marie Buffkins (Oakland Operations Office) asked Denise to require contractors to submit comments/feedback through the Federal Mail Manager that they report to, and not directly to Headquarters. Lisa also expressed her concerns that her contractor sites may not be able to complete the requirements by September 4th. Tony Toliver (Western Area Power Administration) asked if sites would still be required to provide information for the Mail Management Profile Report. Denise said the Mail Management Profile Report would still be required, and is due by March 30th of each year. Linda Adams (Savannah Operations Office) asked for clarification on whether some reporting requirements for the Mail Security Plan would duplicate the requirements of the Mail Management Profile Report, such as postage cost, etc. Denise said yes, some of the same information would be required for both reports.

Other topic(s) discussed:

Idaho Operations Office New Printing and Mail Manager

Mike Stevens (Idaho Operations Office) introduced Karin Brown as the new Printing and Mail Manager for the Idaho Operations Office. Karin is replacing Mike and she has eight years of federal service. The group welcomed Karin to the Printing and Mail Managers team.

2003 Printing and Mail Conference

Dallas Woodruff (Headquarters) informed the group that the committee met on July 23. The committee has not determined a date and location for the conference. In order to help create an agenda, the committee would like feedback from the sites on areas of printing and mail they would want discussed during the conference.

Headquarters Business Card Term Contract

Dallas Woodruff (Headquarters) reminded the group to submit Standard Form 1 Requisitions to Headquarters to utilize the contract during FY03.

Lost and or Missing Shipping Items

Tony Nellums (Headquarters) informed the group that he should be contacted with regard to lost items that are shipped via FedEx. FedEx returns all items to Tony that cannot be delivered or that are lost. Tony also said the U. S. Postal Service returns all undeliverable items to Headquarters.

Mail Security Detection Devices

Al Majors (Headquarters) informed the group that Headquarters received an E-mail from the General Services Administration (GSA) concerning Anthrax and its detection devices. GSA is recommending that agencies be careful and don't purchase detection devices until GSA comes out with a recommendation concerning their effectiveness. GSA is concerned that some of the devices have not been proven to be effective. Al asked the sites to contact Headquarters before purchasing any security devices.

Sites in Attendance

Western Area Power Administration (2)	BWXT Pantex
Idaho Operations Office (2)	Los Alamos Nat Lab.
Bechtel Nevada (2)	National Renewable Energy (2)
Wastren-GJ- Grand Junction (2)	Nevada Operations Office
Oakland Operations Office (2)	Oak Ridge National Lab (2)
Bettis Atomic Lab	National Security Complex Y-12 (2)
Office of Administration (4)	Rocky Flats
Schenectady Naval Reactors	Savannah River Office (2)